



JLS

Field Sheet

PROCESS SERVER FIELD SHEET

Oklahoma | 12 O.S. sec. 2004 | 12 O.S. sec. 158.1

1. SERVICE INFORMATION

Case #: _____ Date Assigned: _____
Client: _____ Date of Service: _____
Court: _____ County: _____
Doc Type: _____ Server Name: _____

2. RECIPIENT INFORMATION

Full Name: _____
Address: _____
Description: Age: ___ Height: _____ Weight: _____ Hair: _____ Eyes: _____
Vehicle: Make: _____ Model: _____ Color: _____ Plate: _____
Associates: _____

3. ATTEMPT LOG

Table with 4 columns: Date / Time, Location, Result, Notes

4. SERVICE DETAILS

Person Served: _____ Age Estimate: _____
Relationship: _____ Gender: _____
Documents: _____
Method: [] Personal [] Substituted [] Certified Mail [] Other: _____

5. GPS / LOCATION VERIFICATION

Latitude: _____ Longitude: _____
Photo #1: _____ Photo #2: _____
Photo #3: _____ Photo #4: _____

6. AFFIDAVIT OF SERVICE

I declare under penalty of perjury under the laws of the State of Oklahoma that the information on this field sheet is true and correct. I am a licensed process server under 12 O.S. sec. 158.1 and served the documents listed above in accordance with 12 O.S. sec. 2004. Proof of service shall set forth the county of issuance, the name of the person served, and the date, place, and method of service.

Server Signature: _____ Date: _____
Printed Name: _____ License #: _____

NOT A LAW FIRM. This document provides procedural information only. Verify all court rules before filing.



INSTRUCTIONS FOR USE

1. Fill out the Service Information block before leaving for service attempts.
2. Record every attempt in the Attempt Log, even if unsuccessful.
3. Note the date, time, location, and result of each attempt clearly.
4. For substituted service, the recipient must be age 15+ residing at the dwelling.
5. Take GPS coordinates and photos at each attempt location when possible.
6. Fill out the Affidavit of Service section promptly after successful service.
7. Return this field sheet to your office within 24 hours of service.
8. Keep a copy for your records. The original goes to the client or court.

Legal References:

- 12 O.S. sec. 2004(C)(1)(a) - Process shall be served by a sheriff, licensed process server, or specially appointed person.
- 12 O.S. sec. 2004(D) - The summons and petition shall be served together.
- 12 O.S. sec. 2004(G) - The return shall set forth the county of issuance, name of person served, and date, place, and method of service.
- 12 O.S. sec. 158.1 - Process server licensing requirements and proof of service.
- 12 O.S. sec. 2004(I) - 180-day time limit for service of process after filing.

Server Conduct Reminders:

- Carry your license at all times while on duty.
- Show your license and identify yourself as a process server when serving.
- Do not carry weapons unless you have proper certification.
- Do not wear a badge. The use of badges is prohibited.
- Be professional and courteous at all times.
- Do not attempt service on Sundays unless court-ordered.